



To: Workforce Development Board Chairs
Workforce Development Board Directors
Regional Chief Elected Officials

From: Regina Ashley, Chief Strategy Officer *REA*
Josh Richardson, Chief Operating Officer *JOR*

Date: May 11th, 2016

Subject: MEMORANDUM
Local Plan Presentation Guidance

Purpose

To provide Workforce Development Boards (WDBs) with guidance for Local Plan presentations to the State Workforce Innovation Council (SWIC) and Youth Committee as part of the state's Local Plan review process.

Content

The Department of Workforce Development (DWD) issued Policy 2015-4, Local and Regional Plan Instructions for Workforce Development Boards on March 16th, 2016. As set out in the policy, Local plans are due to the state by July 1st, 2016 and will be reviewed for approval within a 90 day period. As a part of this review process, WDBs will be required to present to the state's workforce board (SWIC) and the Youth Committee of the SWIC during the July and September meetings.

SWIC Presentation

WDBs must prepare a 15 minute presentation on the 3 topics from their local plan that are identified below. In a broader context, these questions ask the WDBs to discuss **sector partnerships** (employer engagement), **in-demand occupations linked to training** (how is the

Michael R. Pence, *Governor*
Steven J. Braun, *Commissioner*

10 N Senate Avenue
Indianapolis, IN 46204-2277
www.IN.gov/dwd

Phone: 317.232.7670
Fax: 317.233.4793

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employer information acquired and the demand refined), and lastly **training** (how do WDBs build out their programming based on both of these pieces of information).

- **3.9** Identify one to three industries where a *sector partnership(s)* is currently being convened in the local area or where there will be an attempt to convene a sector partnership and the timeframe. Describe how you will be partnering to achieve defined goals.
- **4.9** Describe process utilized by the local board to ensure that training provided is linked to in-demand industry sectors or occupations in the local area, or in another area to which a participant is willing to relocate.
- **2.6** Highlight the area's *strategies to train the workforce* so that the state is ready to *meet the 1 million jobs* that will be available in 2025.

Youth Council Presentation

Each presentation given before the Youth Council will be 15 minutes long and will cover the following identified topics from the local plan. Suggestions on how much time should be spent on each topic have been provided. WDBs must incorporate a slide into each presentation reflecting the Projected Program Participants (Local Plan Attachment B) for the in-school and out-of school populations only. JAG numbers should not be included when responding to in-school youth question **4.6**.

- **2.1** Provide the board's vision and *goals for its local workforce system* in preparing an educated and skilled workforce in the local area, *including goals for youth* and individuals with barriers to employment. As to youth, describe unique goals for in-school youth and out-of-school youth. [WIOA Sec. 108(b)(1)(E)] ****3 Minutes****
- **4.6** An analysis and description of the *type and availability of youth workforce activities* for **in-school** youth, including youth with disabilities. If the same services are offered to out-of-school youth, describe how the programs are modified to fit the unique needs of in-school youth. For each program, include the following: length of program and availability/schedule (i.e. 2 weeks in July); % of youth budget allocation; WIOA program elements addressed by program, with specific focus on how the 5 new elements have been incorporated; desired outputs and outcomes; and details on how the program is evaluated. Include analysis of the strengths and weaknesses of such services, and the capacity to provide such services, in order to address the needs identified in 1.2. [WIOA Sec. 108(b)(9)] ****3 Minutes****
- **4.7** An analysis and description of the type and availability of youth workforce activities for **out of school** youth, including youth with disabilities. If the same services are offered to in-school youth, describe how the programs are modified to fit the unique needs of out-of-school youth. For each program, include the following: length of program and availability/schedule (i.e. 2 weeks in July); % of youth budget allocation; WIOA program elements addressed by program, with specific focus on how the 5 new elements have been incorporated; desired outputs and outcomes; and details on how the program is evaluated. Include analysis of the strengths and weaknesses of such services, and the

capacity to provide such services, in order to address the needs identified in 1.2. [WIOA Sec. 108(b)(9)] ****7 minutes****

- **5.3** Describe any standing committees or taskforces of your Local Board, including the role and scope of work of your youth committee (or youth representatives on the WDB if you do not have a committee). ****2 Minutes****

Contact for Questions

policy@dwd.in.gov

Attachments

Attachment A: Assigned Dates for Local Plan Presentations

Attachment A:

Assigned Dates for Local Plan Presentations

WDBs will present to both the SWIC and Youth Committee on the same day.

July 21st, 2016

Region 4
Region 8
Region 1
Region 11
Region 7
Region 10

September 15th, 2016

Region 9
Region 6
Region 2
Region 3
Region 5
Region 12